

Message

From: Peck, Michelle [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F495967A393940EF9F9C2EC37D875B9F-KNABB, MICH]
Sent: 11/19/2018 5:16:54 PM
To: Ides, Nan [Ides.Nan@epa.gov]
CC: Adair, Jillian [adair.jillian@epa.gov]; MacKnight, Evelyn [macknight.evelyn@epa.gov]
Subject: RE: Salient Issues, etc. are due by 5:00 pm TODAY to me and Tom Damm

Hi Nan,

Next Tuesday (11/27/18), Jillian and I will be attending the following meetings: Anacostia Trash Workgroup Meeting, Anacostia Tributary Toxics Source Workgroup Meeting. Both are being held at MWCOG. You may want to include these in the upcoming meetings as part of the salient.

Thanks,
Micka

From: Ides, Nan
Sent: Monday, November 19, 2018 8:22
To: R3 WPD <R3_WPD@epa.gov>
Subject: Salient Issues, etc. are due by 5:00 pm TODAY to me and Tom Damm

After review by an immediate supervisor, please submit any relevant items in the categories below to me (and cc Tom Damm) by **5:00 pm on Mondays**.

- **Salient issues** – One paragraph, no longer than **4-5 short** sentences (no more). The first sentence should explain the who, what, where, why and when. The rest of the sentences should support that statement and include information on local, state and federal involvement.
- **Upcoming Meetings** – Significant meetings that would generate a salient issue afterward.
- **Upcoming Decisions** – Key documents either awaiting the RA's or DRA's attention or that will soon be submitted for a decision.

Please also submit any events, meetings or activities taking place outside of Region 3 offices where you could potentially interact with the public, press and/or elected officials. Those items are compiled in a weekly WPD activities spreadsheet sent to the Office of Communications and Government Relations.

Thank you.
Nan